

**United States Bankruptcy Court
Western District of Virginia
210 Church Ave., 2nd Floor, Room 200
Roanoke, VA 24011**

ECF MATRIX PREPARATION GUIDELINES

Prepare the matrix document as a COLUMN document with a maximum of 35 characters per column. This will help you stay within the limits of field length. You can then set the document to be one column. Save the file in a ASCII text file. To save the file in ASCII text format, chose File, Save As, change file type to ASCII Text and finish the save. This will convert the file to the most usable format for the Bankruptcy Court. NOTE: Actual selections from your menu may differ depending on the version of software you are running. Name the file using the debtor's last name and first letter of the first name (example: for debtor John Doe the file would be doej.txt)

Preparing a Typed Matrix

1. Include Creditor name (Last Name first), no titles, full address and zip code:

Doe, John
123 East Valley St. Apt 21 (Address 1)
Roanoke VA 24011 (Address 2)

Sampson, Anna
6518 Monument Avenue (Address 1)
PO Box 2456 (Address 2)
Middle Sacksville Nova Scotia B-4# 369 (Address 3)
CANADA (City)

2. List creditor in SINGLE COLUMN.
Each column must be left justified (Aligned to the left of each column) Please use one of the type styles listed below:

**Times New Roman
Courier New**

3. A MAXIMUM of 35 total characters and/or spaces per line.
4. Each address cannot exceed SIX lines including the creditor line.
5. Matrices are to be entered in **Initial Capital Letter** format, last name first (Example: Doe, John)
6. City, State and Zip should be formatted as follows:
City, 1 space, two-letter state abbreviations (no period), 1 space, zip code.

Harrisonburg VA 24803

Lynchburg VA 24505
Roanoke VA 24011

Use US Postal Service regulations to determine punctuation. The comma is not required after the city and is not printed when the notice is generated at the BNC.

7. The city cannot exceed a total of 15 characters.
8. Single space between parties:

EXAMPLE: United States Bankruptcy Court (35 maximum characters/spaces)
210 Church Ave., 2nd Floor Rm 200 (35 maximum characters/spaces)
Roanoke VA 24011 (City-15 maximum characters/spaces
1 space, State - 2 characters, 1 space, Zip)

Please **DO NOT** list **ACCOUNT, PHONE or FAX** numbers on any line of the address.

- **Do Not use LINED matrix guides.**
- **Do Not Submit a PHOTOCOPY of the matrix, as some copiers darken some types that in turn creates difficulty when scanning.**

UPLOADING A CREDITOR MATRIX

The creditor matrix must be in ASCII text format, usually a .txt file, before it can be successfully uploaded to Convert a Creditor Matrix to a .txt File. All other file types within CM/ECF will be portable document.

Important! You can upload creditors only once per case.

Instructions:

1. Log into CM/ECF.
2. Select **Bankruptcy**.
3. Select **Creditor Maintenance**.
4. Select **Upload a Creditor Matrix File**.
5. Enter the case number (e.g., xx-xxxxx)
6. Browse to select the creditor mailing list (.txt file)
7. Click on the submit button.
8. Verify number of creditors.